

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

**Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 4/11/2012

BOARD MEMBERS PRESENT: Shirlie Meyer - Chair
Dale Eaton
Vicky Goettsche
Linda L. Simon
Heidi Brough Nye

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Eric Nelson, Board Prosecutor
Janice Wiedrick, Technical Records Specialist I
Marilyn London, Technical Records Specialist I

OTHERS PRESENT: Robert Vande Merwe, IHCA
Nicole Russell, IHCA
James Winslow, Applicant
Kris Ellis, Benton & Ellis

The meeting was called to order at 9:02 AM MDT by Shirlie Meyer.

APPROVAL OF MINUTES

The Board reviewed the minutes of December 15, 2011, January 25, 2012 and February 1, 2012. Corrections were noted in the February 1, 2012 minutes. Mr. Eaton moved to approve the December 15, 2011, January 25, 2012 and February 1, 2012 minutes as corrected. Ms. Goettsche seconded, motion carried.

LEGISLATIVE REPORT

Ms. Cory informed the Board that the new Rules went into effect on March 29, 2012. This is Janice Wiedrick's last meeting with the Board as she is retiring at the end of the month. Marilyn London was introduced as her replacement.

[FINANCIAL REPORT](#)

Ms. Hall reported that the Board's cash balance as of March 31, 2012 is a negative (\$9,550.61). The Bureau will continue to monitor the balance.

DISCIPLINARY

Mr. Nelson presented a memorandum on cases RCA-2012-10 and RCA-2012-11. The Board gave him its recommendations.

Mr. Nelson presented a Stipulation and Consent Order for Case RCA-2012-6. It was moved by Ms. Simon to approve the Stipulation and Consent Order for RCA-2012-6 and authorize the Chair to sign on behalf of the Board. Seconded by Ms. Goettsche, motion carried.

INVESTIGATIVE REPORT

Ms. Peel presented the investigative report.

For Board Determination:

I-RCA-2012-7 – It was moved by Mr. Eaton to authorize closure on case I-RCA-2012-7. Seconded by Ms. Goettsche, motion carried.

I-RCA-2012-9 – It was moved by Ms. Goettsche to authorize closure on case I-RCA-2012-9. Seconded by Ms. Simon, motion carried.

Ms. Peel presented the Findings of Fact, Conclusions of Law and Final Order on case RCA-2012-13. It was moved by Mr. Eaton that the Board approve the Findings of Fact, Conclusions of Law and Final Order for case RCA-2012-13 and authorize the Chair to sign on behalf of the Board. Seconded by Ms. Goettsche, motion carried.

Ms. Peel presented a Notice of Violation and Settlement Order regarding Continuing Education for case RCA-2012-7. It was moved by Mr. Eaton that the Board approve the Continuing Education Settlement Order for case RCA-2012-7 and authorize the Chair to sign on behalf of the Board. Seconded by Ms. Simon, motion carried.

SUPERVISION REPORT

Ms. Peel presented a supervision report on case RCA-2011-12. The report was accepted.

OLD BUSINESS

INTERN FINAL REPORT

The Board reviewed the new Intern Final Report and Log Forms for reporting internship experience. Mr. Vande Merwe will have his staff review the forms and report to the Bureau. The final version will be reviewed by the Board Chair for approval.

NATIONAL ASSOCIATION ADMINISTRATOR BOARDS

Ms. Brough Nye attended the November 2011 NAB meeting at Delray Beach, Florida. NAB voted to increase the exam and membership fees. There was an exam security breach, which required the exams to be redone. The next NAB meeting is June 6-8, 2012 at Providence, Rhode Island. It was moved by Mr. Eaton that the Board authorize Ms. Brough Nye to attend the June 6-8 NAB meeting in Providence, Rhode Island and pay expenses according to state regulations. Seconded by Ms. Simon, motion carried.

NEW BUSINESS

IDAHO HEALTH CARE ASSOCIATION INTERNSHIP PROGRAM

Ms. Russell presented a proposal for an internship training program in lieu of the required experience as allowed in Idaho Code 54-4204. She is asking to be able to use the internship to meet the experience requirements in order to obtain the license and also to have the program available to others seeking licensure. The Board will evaluate the internship training program when it is complete.

CONTINUING EDUCATION COURSE

The Board reviewed a continuing education course titled "Traumatic Brain Injury" for 2 hours from Clint Calderwood. It was moved by Ms. Simon to approve the course, "Traumatic Brain Injury" for Mr. Calderwood for 2 hours. Seconded by Mr. Eaton, motion carried.

CORRESPONDENCE

The Board reviewed a letter from David Peaster requesting clarification regarding on-site experience in a residential care facility under the supervision of a licensed administrator. It was moved by Ms. Brough Nye to send a letter answering the questions as directed by the Board. Seconded by Mr. Eaton, motion carried.

The Board reviewed an e-mail letter from Maureen McCann requesting consideration of the time spent working as a surveyor under a residential care administrator to count for the experience. It was moved by Ms. Simon to instruct Ms. McCann to make application and have the experience log form signed and it will be considered by the Board. Seconded by Ms. Brought Nye. Ms. Goettsche voted nay. Motion carried.

The Board reviewed a letter from Darcel Cook requesting an exception to the 200 hours of on-site experience in a residential care facility. It was moved by Ms. Simon to direct a letter to be sent stating that the Board will consider a completed application when it is received. Seconded by Ms. Brough Nye, motion carried.

Jim Winslow attended the meeting regarding his qualifications to become a licensed residential care administrator. The Board explained that it must first receive a completed application with signed experience information. Upon receipt of the application, a conference call would be scheduled to review the application.

ELECTIONS

Ms. Simon moved to nominate Mr. Eaton as the new Board Chair. Ms. Brough Nye seconded, motion carried.

Mr. Eaton moved to nominate Ms. Brough Nye as the Vice-Chair. Ms. Simon seconded, motion carried.

NEXT MEETING

The Board tentatively scheduled a conference call meeting for May 17, 2012 at 10:00 AM MDT for the review of applications.

The Board scheduled the next regular meeting for July 11, 2012 at 9:00 AM MDT.

CONTINUING EDUCATION AUDITS

The Board reviewed continuing education audits.

ADJOURNMENT

It was moved by Ms. Simon that the meeting adjourn at 12:43 PM MDT. Seconded by Mr. Eaton, motion carried.

Shirlie Meyer, Chair

Dale Eaton

Vicky Goettsche

Linda L. Simon

Heidi Brough Nye

Tana Cory, Bureau Chief